

JOB ANNOUNCEMENT

MARCH 29, 2010

CITY OF GULF SHORES

Front Desk Attendant Bodenhamer Recreation Center

The City of Gulf Shores is taking applications to fill the part-time (30+ hours) position of Front Desk Attendant in the Recreation Department. Answers telephones, greets the public, provides information and assistance, receives and refers messages, and routes complaints to appropriate person. Processes documentation and collects cash for front desk activities. Assists with other duties as assigned. Must have high school diploma or its equivalent due to the required knowledge, skills, and abilities for this position. Must possess interpersonal skills to effectively communicate with customers and co-workers. Salary \$10.91 per hour.

Applications can be obtained from the City of Gulf Shores Personnel Office at 1905 West 1St Street, Gulf Shores, AL or visit our website at www.gulfshoresal.gov. Applications accepted until 5:00 pm Monday, April 12, 2010.

**THE CITY OF GULF SHORES IS A DRUG/ALCOHOL FREE
EQUAL OPPORTUNITY EMPLOYER**